



# THE VICTORIA'S SECRET & CO. 401(K) SAVINGS AND RETIREMENT PLAN

Enrollment Guide

[GET STARTED](#)

# What's Inside:

- Page **3**    **How the Plan Works**
- Page **4**    **Features to Help Your Savings Grow**
- Page **5**    **The Power of Saving and Investing Now**
- Page **7**    **Savings Example**
- Page **8**    **Get Started**
- Page **10**   **Start Saving**
- Page **11**   **Your Investment Options**
- Page **12**   **Get Help from Alight Financial Advisors (in partnership with Edelman Financial Engines)**
- Page **13**   **Other Plan Features**
- Page **14**   **Contacts and Resources**

# How the Plan Works

Saving today for tomorrow is one of the smartest moves you can make. The earlier you start, the longer your money grows and the more you can accumulate for retirement.

The VS&Co 401(k) provides a great way to save and invest for your future financial needs. And the best part, when you contribute so does VS&Co with a company match and annual company contribution.

## ELIGIBILITY TO PARTICIPATE

If you're a full-time associate, you're eligible to enroll in the 401(k) any time after your date of hire. If you're a part-time associate, you're eligible to enroll any time after the first of the month following the date that you've worked 1,000 hours and completed one year of service with the company.

## COMPANY MATCH AND ANNUAL COMPANY CONTRIBUTION

VS&Co will match your savings AND give you an annual company contribution after working 1,000 hours and completing one year of service with the company.

- **Company match:** The first 4% you save in the 401(k) will be matched dollar for dollar and it vests immediately. That means the money is yours to keep, even if you leave the company.

- **Annual company contribution:** Once a year, VS&Co will make a contribution into your retirement account based on your pay and years with the company. The annual company contribution vests gradually over time (100% vested after six years). When you're vested, the entire amount is yours to keep. You'll begin receiving the annual company contribution after working one year and 1,000 hours. To receive the annual company contribution in the years that follow your initial eligibility, you must work at least 1,000 hours each year and be employed on December 31.

## MORE REASONS TO SAVE IN THE 401(K)

- Payroll deductions allow for convenient, automatic saving
- Tax savings whether you make pre-tax or Roth after-tax contributions or both
- Diverse investment options to suit your style and needs
- Online and professional account management help
- Online modeling tools and education to provide help when you need it

For more reasons to save, see *The Power of Saving and Investing Now* on **page 5**.

# Features to Help Your Savings Grow

**Contributions.** You'll contribute to the 401(k) through convenient pre-tax and/or post-tax Roth payroll deductions — giving you options to save. You can change your contribution rate, contribution type and investment elections at any time.

**Tax savings.** You'll save on taxes whether you make pre-tax or Roth after-tax contributions.

- **Pre-tax contributions** provide you with a tax benefit now by reducing your taxable income in the year contributions are made. But when you retire, your contributions and earnings will be taxed based on your tax bracket at retirement, which may be lower or higher than your current tax bracket.

- **Roth contributions** can provide you with a tax benefit later. These contributions don't reduce your taxable income during the year in which your contributions are made. But when you retire, you can withdraw your Roth 401(k) contributions and earnings tax-free if you are at least age 59½ and the Roth account is at least five years old.

- **Catch-up contributions** let you save more than the annual maximum limit for regular for 401(k) plan contributions if you're age 50 or older. When the annual maximum limit is reached, your contributions will automatically continue up to the annual catch-up limit.

**Contribution limits.** You can contribute up to 75% of your eligible pay up to IRS annual limits. Log on to your account at [www.upointhr.com/vsco](http://www.upointhr.com/vsco) to see this year's contribution limits.

**Investment choices.** The VS&Co 401(k) plan offers a diverse range of investment options that you can tailor to fit your savings goals, time horizon and risk tolerance. For more information about investing, see *Your Investment Options* on **page 11**.





**Company match.** VS&Co matches your contributions dollar for dollar, up to the first 4% of pay that you save, helping your savings grow faster.

**Vesting.** You are 100% vested in your own contributions as well as VS&Co matching contributions. That means the money is yours to keep, even if you leave the company. The annual company contribution vests gradually over six years.

# The Power of Saving and Investing Now

## IT'S EASIER THAN YOU THINK TO FIND THE MONEY TO SAVE

Even if you think every dollar in your budget is accounted for, you might be surprised where you can find more ... and how much it can add up over time.

				
<b>Morning coffee</b>	<b>Bottled water</b>	<b>Lunch out</b>	<b>Entertainment subscriptions</b>	<b>Home food delivery service</b>

<b>Average cost*</b>	\$2.50/day	\$3.00/day	\$7.00/day	\$10.00/month	\$29.50/week
<b>Annual cost</b>	\$913	\$1,095	\$2,555	\$120	\$1,534
<b>Invested for 25 years</b>	<b>\$59,800</b>	<b>\$71,857</b>	<b>\$167,665</b>	<b>\$7,875</b>	<b>\$100,664</b>

Amounts shown are in US dollars. These hypothetical examples are for illustrative purposes only. The examples assume contributions are made at the beginning of each month into a retirement savings plan and assumes a 7% annual rate of return compounded monthly.

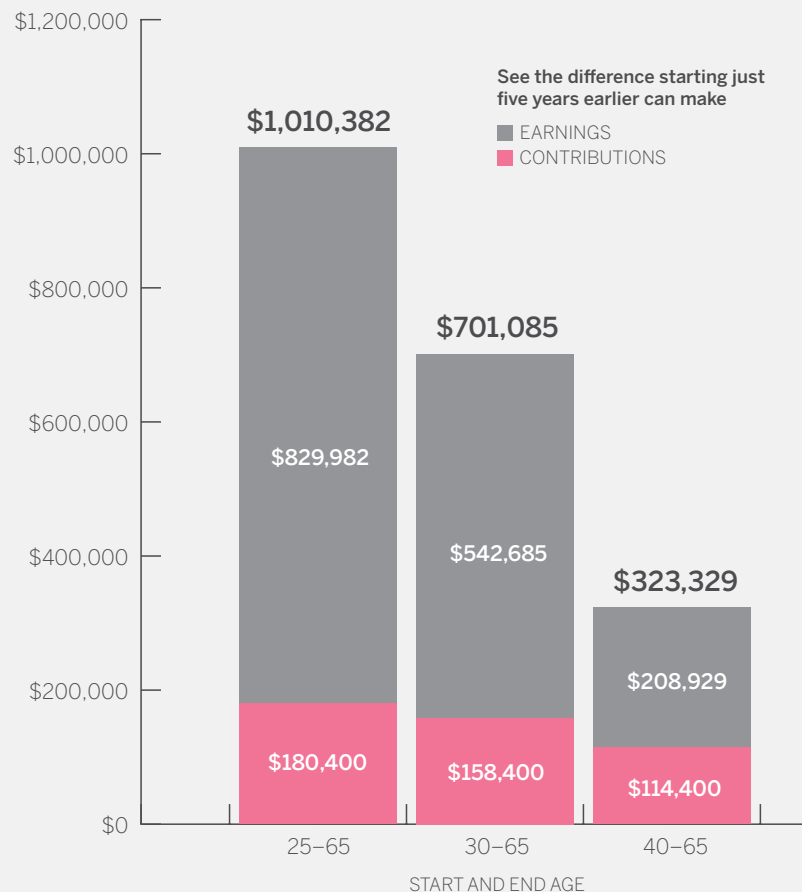
# The Power of Saving and Investing Now

## WAITING COULD COST YOU — INVEST NOW TO UNLEASH THE POWER OF COMPOUNDING

When it comes to saving for your future, time is one of your most powerful assets because it allows your savings to grow through the power of compound interest. In simple terms, compound interest is when your investments and their earnings both earn interest. The sooner you start saving — even if it's just a small amount — the more your savings will be able to grow over time.

The example to the right shows how \$4,400 in annual retirement savings in your account (taken from the example on page 7), invested annually over different periods of time, will grow as a result of compounding.

### COMPOUNDING: EVEN MORE POWERFUL OVER TIME



This hypothetical example assumes contributions on January 1 of each year and a 7% annual rate of return compounded annually. The ending values don't reflect taxes, fees or inflation. Earnings and before-tax (deductible) contributions are subject to taxes when withdrawn. Investing in this manner doesn't ensure a profit or guarantee against a loss in declining markets. Your own plan account may earn more or less than shown in this example.

# Savings Example

Pre-tax contributions provide you with a tax benefit now by reducing your taxable income in the year contributions are made (Roth contributions can provide you with a tax benefit later). So you can save on taxes while saving for retirement — it's a win-win!

## THE STORY OF TWO ASSOCIATES: ONE WHO SAVES AND ONE WHO DOESN'T

	#1 CONTRIBUTES	#2 DOESN'T CONTRIBUTE
<b>IMPACT ON PAY</b>		
Gross pay	\$40,000	\$40,000
Less: Before-tax contribution (4% of pay)	(\$1,600)	(\$0)
Gross pay minus retirement savings	\$38,400	\$40,000
Less: Federal income tax paid (12% of \$38,400, their salary after 4% contribution)	(\$4,608)	(\$4,800)
<b>Take home pay</b>	<b>= \$33,792</b>	<b>= \$35,200</b>
<b>SAVINGS</b>		
Before-tax contribution	\$1,600	\$0
Company match	\$1,600	\$0
VS&Co's annual retirement contribution (3% of pay)*	+ \$1,200	+ \$1,200
Total retirement savings in the savings plan	\$4,400	\$1,200
Total income tax savings (\$4,800 – \$4,608)	+ \$192	+ \$0
<b>Total amount of money working for you</b>	<b>= \$4,592</b>	<b>= \$1,200</b>

\*How much the company contributes to your account depends on your pay for the year and how many years you've worked for the company.

This hypothetical example is for illustrative purposes only. The example assumes 2021 federal income tax withholding for a single filing status. It illustrates the tax and retirement savings that may result from participating in the savings plan. The example does not depict overall personal savings habits and does not depict any investment gains or losses.

# Get Started

## ONLINE

Access your account and financial planning tools through the VS&Co 401(k) Savings & Retirement Site at [www.upointhr.com/vsco](http://www.upointhr.com/vsco). To get started, click on **New User?** and follow the instructions to set up your account.

Online account features:

- Update your account information
- Learn about and choose investment options
- Change your contribution rate, contribution type and investments
- See how your account is performing
- Get a personalized retirement forecast
- Access tools, calculators and education to help keep you on track

## BY PHONE

Call the VS&Co Retirement Plans Service Center at **1-833-935-3330**, Monday through Friday, 8 a.m. to 8 p.m. ET, to access account information, ask questions and get help with enrollment. You will need a PIN to access your account information over the phone:

- **Associates:** If you don't know your PIN, contact the VS&Co Retirement Plans Service Center and a retirement service representative will assist you.
- **Newly hired associates:** If you are a new hire and need to create your PIN for the first time, once you enter your name, ZIP code and date of birth, you will be routed to a **PIN Entry Application** to create your PIN. Your password will then be automatically generated to access your account online. **Note:** You will need to create your user ID the first time you access the site.



## GET THE APP

Download the Alight Mobile app from the Apple or Google Play app stores to access your VS&Co 401(k) plan account anytime, anywhere. Log on to the app using the same user ID and password you created for the website. **Tip:** You'll need to create your user ID and password on the website first. You cannot create your login credentials on the app.

# Get Started (continued)

## SECURITY MATTERS

Maintaining the privacy and security of your account is a top priority and Alight Solutions uses the most up-to-date technology to keep your information safe. You can do your part to secure your information by taking the following steps:

- Keep your contact information current
- **Add your cell phone number** under **Your profile > Manage communications** to opt in to receiving texts and alerts (your cell will also be needed for future password resets)
- Create a strong password
- Add security questions for an added layer of protection

Learn more by accessing the **Security Center** link on [www.upointhr.com/vsco](http://www.upointhr.com/vsco).



## NEED HELP?

If you need help accessing your account or if you have questions about the VS&Co 401(k) plan, please contact the VS&Co Retirement Plans Service Center at **1-833-935-3330**, Monday through Friday, 8 a.m. to 8 p.m. ET.

# Start Saving

Once you've set up your account, follow these three steps to start saving in the 401(k):

**1. Decide how much to save** by selecting the percentage of pay you'd like to contribute each payroll period, up to the IRS annual limit.


- **Contribution types:** Make pre-tax contributions, Roth after-tax contributions or a combination of both. For more information about contribution types, see *Features to Help Your Savings Grow* on **page 4**.
- **Automatic Contribution Escalation feature:** Use the escalation feature to automatically help your savings grow. Select the date you want the annual contribution escalation to occur and the targeted percentage increment up to 75% of your pay.
- **Consider previous savings:** If you made contributions to a previous employer's 401(k) (qualified plan) during this calendar year, enter that amount when you enroll in the VS&Co 401(k), so it can be included in your calculation of the annual IRS limit.

**2. Choose your investment funds** and allocate your contributions among multiple investments. To learn more about the investing types that are best for you, see *Your Investment Options* on **page 11**.

- **Automatic Portfolio Rebalancing feature:** Use the rebalancing feature to automatically adjust your investments to the mix you choose. You can have your portfolio automatically rebalanced to restore your original investment mix every 90 days, every 180 days or annually, based on the frequency you choose.
- **Investment help:** If you need a higher level of financial investment advice, consider signing up with Alight Financial Advisors. To learn more about investment help, see *Get Help from Alight Financial Advisors (in partnership with Edelman Financial Engines)* on **page 12**.

**3. Review and submit.** Double-check your elections and contribution rate(s). When you're ready, click **Submit**. You will receive a confirmation email, which you should save for your records.

## CHOOSE YOUR BENEFICIARIES

It's important to assign a beneficiary because that is the person (or people) who, or other entity (such as a charity or a qualified trust) that, will receive your account balance in the event of your death. On the VS&Co 401(k) Savings & Retirement Site, navigate to the person icon  and choose **Beneficiaries** under **My Profile** to designate your beneficiary(ies).

# Your Investment Options



The VS&Co 401(k) plan offers a variety of investment options to help you diversify your savings. The company regularly reviews and updates the plan's offerings to make sure they are competitive, appropriate and reflect our participants' needs and preferences.

When you log on to the VS&Co 401(k) Savings & Retirement Site at [www.upointhr.com/vsco](http://www.upointhr.com/vsco), you'll find a wide range of investment options from which to choose, along with fund fact sheets, performance history and ratings. This information makes it easier to compare your options. Paper copies can also be requested at no charge.

## » TARGET DATE FUND OPTION

In addition to individual investment fund options, the plan gives you a choice of T. Rowe Price Target Date Funds. Each of these funds is a pre-mixed portfolio made up mostly of stocks and bonds that let you take a hands-off approach to investing. The allocation between asset classes (e.g., generally stocks and bonds) automatically becomes more conservative over time as you get closer to retirement age, which is assumed to be age 65. While you can choose any Target Date Fund you would like, most people choose the fund whose target date most closely matches the year they expect to retire, based on their age. **Tip:** Target Date Funds are particularly attractive to first-time investors, investors uncomfortable with customizing their portfolios or investors who simply want to spend less time reviewing their investments.

## » SELF-DIRECTED BROKERAGE OPTION

A self-directed brokerage account is for more experienced investors who want the most flexibility to invest in mutual funds outside the core investment lineup. The mutual funds available through a self-directed brokerage account are neither selected nor monitored by VS&Co.

# Get Help from Alight Financial Advisors (in partnership with Edelman Financial Engines)

Finances can seem complicated, but they don't have to be because online savings and investing help is available to you. Alight Financial Advisors (AFA) provides investment advisory services to participants in the VS&Co 401(k) plan.

Services include:

- An **online personal retirement evaluation** to show how your investments are doing and what changes might help them do better.
- Help with retirement planning:
  - **Online advice:** Use to manage your account on your own and gain access to powerful tools to help you invest smarter. Online advice is available at no additional cost to you.
  - **Alight Solutions' Professional Management:** Sign up for this fee-based service to have AFA manage your account for you. Get personalized, professional portfolio management, including routine monitoring and quarterly retirement updates that help you track your progress.

Learn more about Alight Financial Advisors and the advisory services available to you on the VS&Co 401(k) Savings & Retirement Site at [www.upointhr.com/vsco](http://www.upointhr.com/vsco).



## FINANCIAL EDUCATION CENTER

Find financial information, articles, courses, tools and calculators 24/7/365 to help you understand, plan and make decisions about your retirement savings. Access the Financial Education Center on the VS&Co 401(k) Savings & Retirement Site at [www.upointhr.com/vsco](http://www.upointhr.com/vsco).

# Other Plan Features

## ROLLOVERS

If you have a 401(k) account with a previous employer, in most cases, you can roll it over into your VS&Co 401(k) account. That way, you can access and use the same investment strategy for all your savings. The Rollover Contribution Form is available in the *Forms and Materials* section of the VS&Co 401(k) Savings & Retirement Site. It can also be requested by calling the VS&Co Retirement Plans Service Center.

## MAKING CHANGES

Once enrolled, the VS&Co 401(k) plan gives you the flexibility to change your contribution rate(s), contribution type and/or investment funds at any time online at the VS&Co 401(k) Savings & Retirement Site. Please note that refunds of contributions already made to the plan are not allowed (except in connection with certain corrective actions under IRS rules).

## WITHDRAWALS

While you are actively employed, you can take withdrawals from your account, subject to the VS&Co 401(k) plan rules. Even though withdrawals are permitted, withdrawing money from your account before you retire means you'll miss out on the power of compounding earnings and may not have the money you need to live comfortably in retirement. Consider using other resources first.

## ACCESSING YOUR SAVINGS AT TERMINATION OR RETIREMENT

- **Leave it.** If your account balance is more than \$1,000 when you retire or leave VS&Co, you can generally choose to leave your money in the VS&Co 401(k) plan until some future date that you choose, or as may be required by IRS or plan rules.
- **Withdraw it.** You have the option of taking some or all your savings in a lump sum or rolling over some or all of your savings into an IRA or another employer's qualified retirement plan. Your pre-tax savings may be subject to taxes unless you roll it into an IRA or another employer's qualified retirement plan. You also may be subject to an additional 10% penalty for withdrawals taken prior to age 59½. Your Roth after-tax savings can be withdrawn tax-free at retirement, provided the money is kept in the plan at least five years from the date of your first Roth contribution and withdrawn after age 59½ or upon your disability or death. For more details, see the Plan's Summary Plan Description, available on the VS&Co 401(k) Savings & Retirement Site, under *Plan Information*.

# Contacts and Resources

If you have questions or need help, use these resources:

- **VS&Co 401(k) Savings & Retirement Site.** Visit [www.upointhr.com/vsco](http://www.upointhr.com/vsco).
- **VS&Co Retirement Plans Service Center.** Please call **1-833-935-3330**, Monday through Friday, 8 a.m. to 8 p.m. ET.
- **Alight Financial Advisors:** You can speak with an advisor by calling the VS&Co Retirement Plans Service Center (Monday through Friday, 8 a.m. to 8 p.m. ET) and select the “Investment Advice” option.

The information provided here describes only certain highlights of some VS&Co benefits. It does not supersede the actual plan provisions of the official plan documents, which in all cases are the final authority. Eligibility criteria and/or VS&Co plans, programs, practices and processes may be amended, changed or terminated by VS&Co at any time without prior notice to, or consent by, participants. The information provided does not constitute a contract of employment between VS&Co and any individual, or an obligation by VS&Co to maintain any particular benefit program, practice or policy.

VS&Co has selected Alight Financial Advisors, LLC (AFA) to provide investment advisory services to plan participants. AFA has hired Financial Engines Advisors L.L.C. (FEA) to provide sub-advisory services. AFA is a federally registered investment advisor and wholly owned subsidiary of Alight Solutions, LLC. FEA is a federally registered investment advisor. Neither party guarantees future results.

The Financial Education Center (FEC) is affiliated with Alight Financial Solutions, LLC, a broker/dealer, member FINRA/SIPC and wholly owned subsidiary of Alight Solutions LLC. Alight Solutions and Alight Financial Solutions, LLC are not affiliated with VS&Co.

These materials are for VS&Co 401(k) plan participant use only. Not for inspection by, distribution or quotation to the general public.